

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 2008-16/ANG-AGR 2008-05

OPENING DATE: 15 February 2008

CLOSING DATE: 03 March 2008

ANTICIPATED FILL DATE: 13 April 2008

POSITION TITLE AND NUMBER:

Supply Technician
80371000, 766365

UNIT/ACTIVITY AND DUTY LOCATION:

145 Logistics Squadron,
NCANG, Charlotte, NC

EMPLOYMENT STATUS

Excepted Service

GRADE AND SALARY: (Includes Locality Pay of 13.18%)

TECH - GS-2005-07 \$36,734 - \$47,750 per year

AGR: Current on-board AGR members only. Pay and allowances commensurate with military grade not to exceed SSgt/E-5

WHO CAN APPLY: The area of consideration for this position is NCANG FULL-TIME SUPPORT PERSONNEL ONLY.

TECHNICIAN: Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard. AGR: The only AGR applications that will be considered for this positions will be those submitted by personnel who are current on board AGR employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. AGR: Current AGR members must submit an Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1).

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 12 months experience which demonstrates the applicant has acquired the below listed KSA'S.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172/6431.

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
3. Knowledge of procedures for researching transaction histories and preparing reverse post actions.
4. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
5. Knowledge of procedures for recording, tracking, and analyzing inventory trends.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG. AFSC: 2SXXX.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Controls the overall requirements and requisitioning process by validating customer needs, considering budget factors, establishing procurement phases, and evaluating the impact of retention policy on storage and funding postures. Coordinates, on an ongoing basis, with all base customers including aircraft maintenance, civil engineering, motor vehicle, communications, airfield management, geographically separated units, and others in order to properly assess their needs and learn of upcoming changes that may require phased-in provisioning. Plans and coordinates materiel actions to support conversions and equipment modernization. Establishes requisitioning schedules that are synchronized with customer project schedules and stock fund operating plans. Monitors follow-up actions to ensure that the right item is in the right place at the right time. Evaluates excess stock and uses judgment in providing guidance on what should be retained, what should be given incentives for sale, or what must be identified for disposition. Assists the Stock Funds Manager with the preparation of the Automated General Support Operating Program (AGSOP), monthly Financial Management Board (FMB) analysis charts, and the analysis of trends directly related to the stock fund program. Resolves discrepancies for current and previous fiscal year financial transactions that affect the Accounting and Finance Office, Operating Location, and Standard Base Supply Systems. Reviews the need for adjusted stock levels where stock levels based on computed data do not adequately meet anticipated other special requirements. Negotiates with Major Command (MAJCOM), Air Force Logistics Command (AFLC) or other sources of supply when requests for adjusted stock levels require higher than base approval. Monitors the impact of readiness based levels on the Wing mission. Establishes program exception data when normal shipment procedures do not apply to special situations. Monitors the Mission Change Program by assuring that the standard reporting designator file is accurate and up to date. Is the point of contact in supply for Materiel Deficiency Reports requiring supply action. Coordinates with the AFLC System Manager, the (MAJCOM), Funds Manager and the Computer Support Base (CSB) to ensure the receipt and proper establishment of initial spares support level and mission change data for new or changed weapons systems or support equipment. Creates special requisitions for requirements not following normal back order procedures. Monitors back orders to all sources of supply including AFLC depots, Defense Logistics Agency, General Services Administration, other military services, and local purchase. Frequently performs follow up with the source of supply. Assists customers in developing and submitting assistance and difficulty correspondence to sources of supply. Serves as the supply local purchase liaison with the Contracting Office. Plays a central role in maintaining supply support during periods of off line activity. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1